

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Real Property Program Administrator	Job Family: 3
General Classification: Management	Job Grade: 36

Definition: To acquire, sell, transfer, consolidate and develop real estate for City projects; manage City leases and agreements; develop disposition and development agreements; and develop policy approaches to strategic real property initiatives.

Distinguishing Characteristics: This position reports to the Transportation and Policy Manager and requires extensive background and experience in real estate negotiations; California real estate practices and principles; public acquisition policies and procedures; general property management principles and procedures; economic development, analysis and feasibility; project management and communication skills.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Negotiate with property owners, attorneys, developers, local agencies and others having an interest in real estate proposed to be purchased, sold or leased by the City or its various authorities or districts.
2. Prepare appraisals and estimate value of real property or contract with and supervise private appraisers; review appraisals to establish fair-market value for all City land acquisitions, sales and leases.
3. Prepare all options, contracts, deeds, easements, escrow instructions and other documents necessary to acquire, sell or develop real property.
4. Coordinate all City eminent domain actions in cooperation with the City Attorney, private attorneys, appraisers and City Engineer. Review proposed settlements and recommend strategies for resolution of the action.
5. Manage all City leases, including setting lease rates and renewal rates and enforcement of terms and conditions.
6. Advise other departments on various types of real estate transactions and issues.
7. Maintain records of property transactions and an inventory of significant City property.
8. Prepare financial calculations such as net present value analysis, payment schedules, return on investment calculations, etc.
9. Gather statistical and other data and compile reports as necessary.

10. Relocate all persons and/or businesses displaced by City real estate acquisitions.
11. Identify surplus or marginally used City-owned properties; evaluate alternative uses and recommend appropriate disposition or reuse strategies.
12. Prepare Request for Proposals or other documents necessary to accomplish real-estate-related services.
13. Prepare real-estate-related studies or reports as requested by various City departments or the Council. Such reports may include feasibility studies, economic reports regarding various City real estate projects or similar real estate reports or studies.
14. Develop, negotiate and administer service contracts for real estate professionals hired to assist in any of the above real estate services.
15. Make presentations to community groups, commissions and the Council regarding real-estate-related projects.
16. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Right-of-way, acquisition, eminent domain, ordinances, procedures and laws relating to real estate and relocation at the municipal, State and Federal level; real estate appraisal techniques; procedures and documentation related to buying, leasing and selling real estate, including title search and escrow proceedings; property management techniques; appraisal, acquisition or sale of complex property transactions; negotiating techniques related to such transactions; statistics and economic analysis techniques; basic accounting skills; general knowledge of business-related theories and practices, including project management, finance, law and economics; the real estate development process; and ability to deal with real estate developers, lawyers and financiers, etc.

Ability to: Appraise real estate and review and analyze appraisals; conduct successful negotiations for purchase, lease and sale of real estate; prepare documentation and execute procedures necessary for purchasing real estate, including real estate contracts, owner participation agreements and disposition and development agreements; coordinate property purchase, management and sale activities with other concerned parties; manage City-owned real property; evaluate economic feasibility of real estate transactions; plan, organize and implement complex projects; effectively lead working group meetings; communicate effectively in writing and verbally; and assimilate and understand information in a manner consistent with the essential job functions.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of responsible experience in the appraisal and acquisition of real property and right-of-way, preferably with a public agency; graduation from an accredited college or university in business or public administration, real estate law or related field. Specialized courses in real estate and appraisal are necessary.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established August 2005

CLASS SPECS

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